

## PERSONNEL SERVICES ANNUAL REPORT HIGHER EDUCATION INSTITUTIONS' REPORTING PROCESS

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### Report Content

The information provided in the report that will be released by DPA (report ID EXPPS) will include a single line for the Department of Higher Education, which will include the COFRS-reported expenditures for every higher education institution as well as the orphan agencies.

The information provided in the report that summarizes reported expenditures by COFRS object of expenditure code (report ID EXPPAQ) will be relevant for higher education institutions. Should an institution want to know what activity makes up an object code total, it will be necessary to determine which object codes on the institutional system are programmed to feed into that COFRS object code. This information is available from the institution controller.

Since Higher Education institutions are not user agencies of COFRS but rather feed information into COFRS from their institutional systems that serve as their original book of record, the detail information provided to general government agencies in report ID EXPPAQ1 will not be relevant to the institutions.

The COFRS-reported expenditures for the higher education institutions will be those from the higher education discrete funds 310 through 399, excluding the Internal Service Fund 328, and the state capital construction fund 461. It is understood that COFRS transaction type IT will be eliminated from the report for all agencies to exclude the state's internal service activity.

### Report Distribution

For the higher education institutions, report ID EXPPAQ1 will be e-mailed in the form of an Excel spreadsheet to the individuals listed below at the close of periods 6 (December), 9 (March), 11 (May) and 13 (final year-end). Institutions may request that changes be made to the report - without a change to the COFRS reporting - at any of these times. At least initially, the institutional controller should make change requests to Joanne Ballard who will forward them to DPA.

### Distribution List

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